TAXI & PRIVATE HIRE NEWSLETTER EDITION: AUTUMN 2023

## VEHICLE COMPLIANCE TESTS

All vehicles put forward for a **New** **Hackney Carriage Vehicle Licence** or a **New** **Private Hire Vehicle Licence**, or when **renewing an existing Vehicle Licence** must pass an Ashfield District Council **Compliance Test**.

**From 1December 2023 the Council will have 11 “accredited” Test Stations that you can get a Compliance Test done at.**

**All of the “accredited” Test Stations will be listed on our website, and included in our Vehicle Application Pack,** but not until 1 December 2023 as we need to train them up first, before they can take your bookings.

Once these Test Stations go “live” on 1 December 2023, you will only pay the Test Station that you book your Test with **just the £65.00 Test fee.**

**From 1 December 2023** (unless you have already booked your Test with the Council Motor Transport Depot before then) **the licence fee** (which will no longer include the Test fee) **will need to be paid online** before you submit your Vehicle Application and all necessary supporting documents.

Whenever you pay a licence fee online, **always enter your email address so you get a receipt,** as you will need this when you submit your vehicle application to the Licensing Team.

## VIRTUAL APPOINTMENTS

**You cannot submit any application to the Licensing Team without you having first pre-booked a Virtual Appointment.**

The purpose of the **Virtual Appointment** is to enable the Licensing Team **to schedule a time and date to receive (by email) your application for your badge or your plate.**

The Licensing Team doesn’t just deal with taxi applications, **it also deals with applications for many types of licences, and it also enforces all of these many types of licences**.

By having **Virtual Appointments**, the Licensing Team can **ensure sufficient time is provided for taxi applications**, and still **ensure** **enough time is available for all the other work** it does.

**APPLICATIONS:  
PLEASE FOLLOW THE INSTRUCTIONS WE GIVE YOU**

Many applications are submitted without all of the documents we need. **It is your responsibility to ensure that you refer to the instructions that we provide,** not advice given by anyone else, however well-meaning they intended to be!

**Before you submit any application,** check what you are sending us against **the Instructions that are provided in either the Driver Application Pack or the Vehicle Application Pack, or in the Renewal Reminder Letters we send out ahead of your badge or plate expiring.**

If you are ever unsure as to what we need, you can always find the Application Packs and the Instructions at:

**DRIVERS:** [**www.ashfield.gov.uk/drivers**](http://www.ashfield.gov.uk/drivers)

**VEHICLES:** [**www.ashfield.gov.uk/vehicles**](http://www.ashfield.gov.uk/vehicles)

**OPERATORS: www.ashfield.gov.uk/operators**